

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS                      DATE: March 21, 1996  
REFERENCE CODE: 96-010

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers  
Labor Relations Officers  
Personnel Transactions Supervisors

FROM: Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Reorganization of the Personnel Services Branch Within the  
Classification and Compensation Division

CONTACT: Jerri L. Judd  
(916) 324-9415 or Calnet 454-9415  
Office Vision: DPA (JLJUDD)  
Internet: JLJUDD@SMPT.DPA.CA.GOV

Effective April 1, 1996 the Personnel Services Specialists currently within the Personnel Services Branch, Department of Personnel Administration (DPA), will be reassigned to specific departments to provide interpretation of personnel laws, rules, regulations, and policy. Prior to this date, staff were assigned according to subject-matter areas.

The Personnel Services Specialists will be expanding their role as consultants and trainers as part of DPA's Delegation Program with operating departments. The objective is to provide the necessary tools for successful implementation of our delegation program.

Each Personnel Services Specialist will now be responsible for all of the following personnel subject areas:

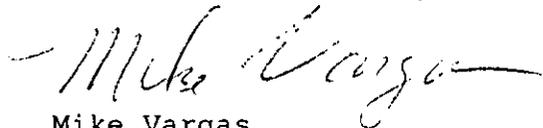
- . Salary Administration
- . Reemployment
- . Leaves
- . Nonindustrial Disability Leave
- . Industrial Disability Leave
- . Temporary Disability Leave
- . Vacation
- . Sick Leave
- . Annual Leave
- . Separations from State Service
- . Administrative Time Off
- . FLSA
- . Overtime
- . Holidays
- . Bereavement Leave
- . Catastrophic Leave

PML 96-010  
March 21, 1996  
Page 2

- . Voluntary Personnel Leave Program
- . Board of Control Claims Recommendations Regarding the Above Subject Areas
- . Merit Award Suggestions Regarding the Above Subject Areas

The designated DPA liaison within your department, typically the Personnel Transactions Supervisor for your department, may contact the Personnel Services Specialist assigned to your department by calling (916) 324-0439 and you will be directed accordingly. For those departments that have field personnel staff, all questions should be directed to your headquarters Personnel Transactions Supervisory liaison.

Thanks for your support in making this an effective program transition.



Mike Vargas  
Program Manager